

*Arizona Department  
of Education*

# Applications Online

Connie Hill  
Finance Director  
Exceptional Student Services

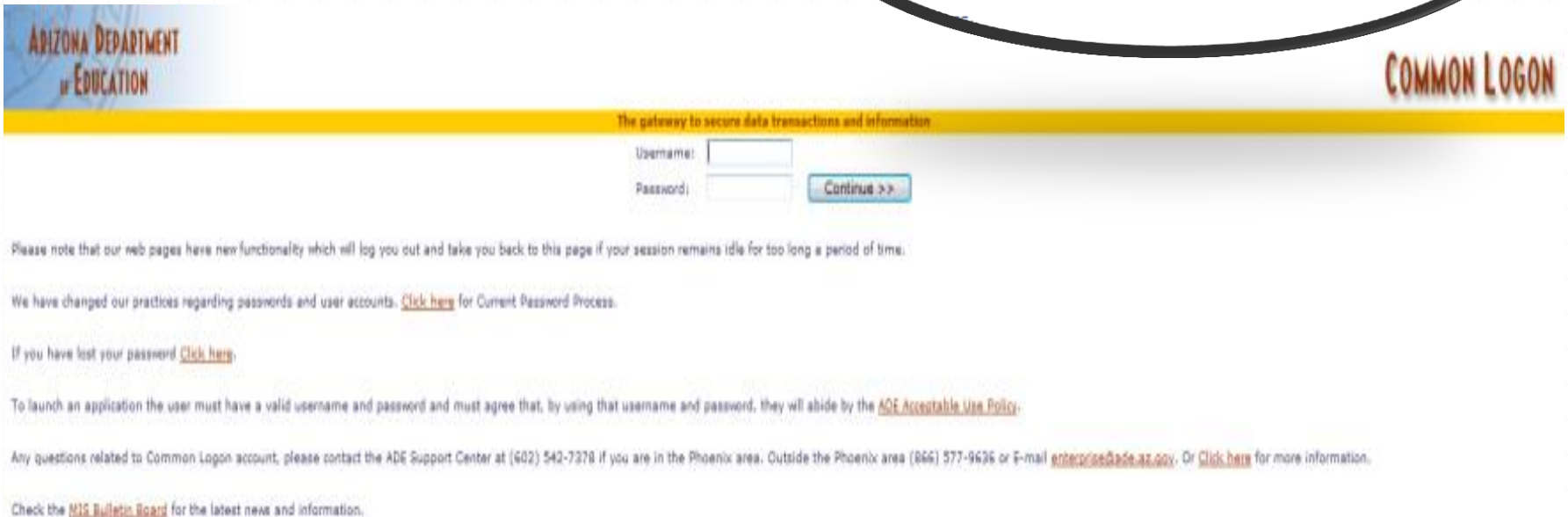
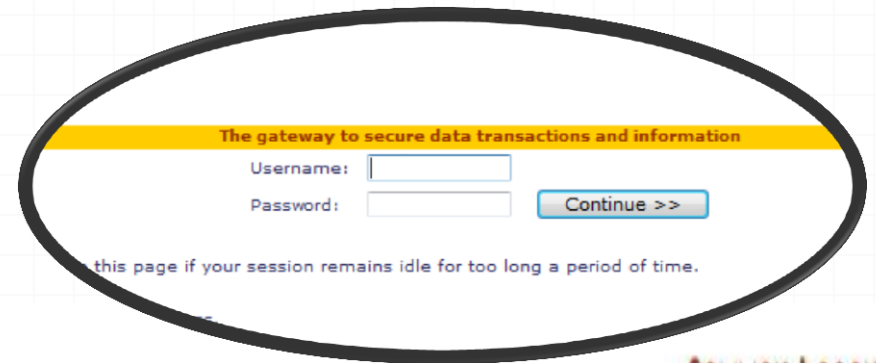
# Applications Online

- To get to the *Grants Common Logon Applications* online, go to the ADE website at [www.azed.gov](http://www.azed.gov).
- Once you are there, click on the “Common Logon.”



# Common Logon Page

- o You will now be on the *Common Logon* page and will need to log in.
- o If you are a first-time user, you will need to request a Username and a Password before you can use the application.



ARIZONA DEPARTMENT  
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:  [Continue >>](#)

Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.

We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.

If you have lost your password [Click here](#).

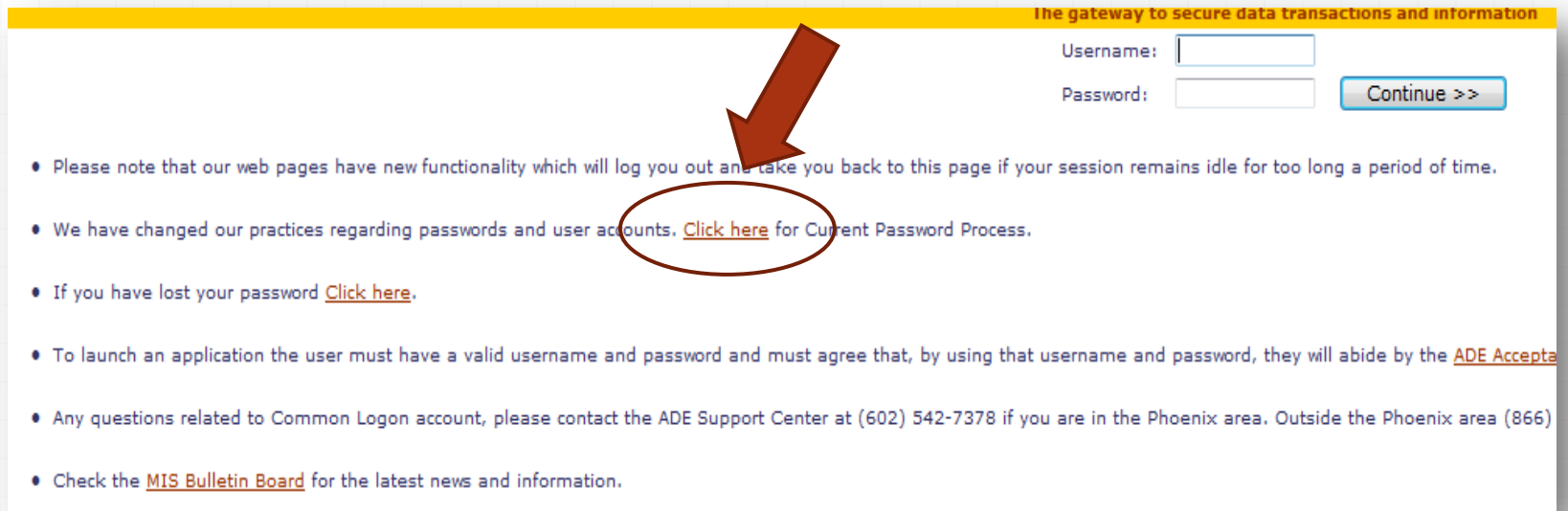
To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).

Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or e-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.

Check the [MIS Bulletin Board](#) for the latest news and information.

# First-Time User

- o To request a Username and Password, click on the link (“Click here”) on the *Common Logon* page.
- o Once you click on the link, you will find information on how to request a Username and a Password.



The gateway to secure data transactions and information

Username:

Password:

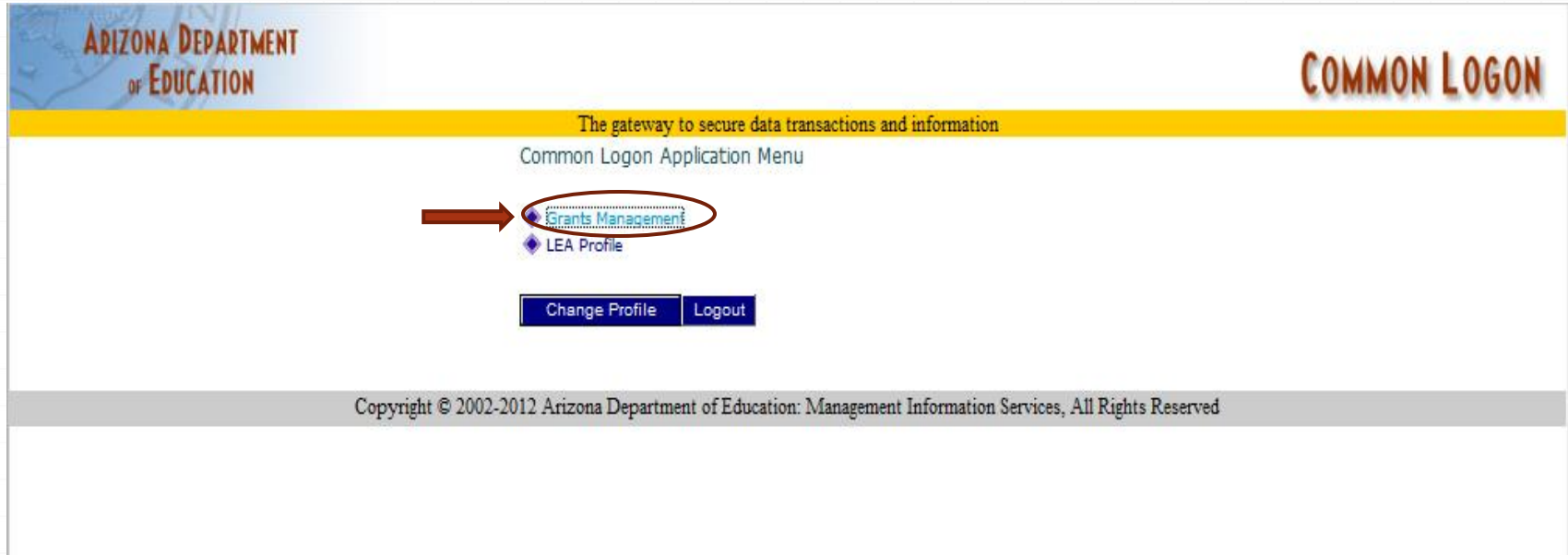
[Continue >>](#)

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Accepta](#)
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866)
- Check the [MIS Bulletin Board](#) for the latest news and information.

**For any questions related to a Common Logon account, contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area, call (866) 577-9636 or e-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov).**

# Common Logon Menu

- Once you log in to the Common Logon, you will see the *Common Logon Application Menu*.
- Here is where you will find the “Grants Management” link. Click on it to take you to the *Grants Management* home page.



# Welcome to Grants Common Logon Applications!

- o This is where you will find the “On-Line Application” link.
- o Make sure you have viewed the *Fund Alerts* and the associated downloads for instructions first. Then you will be fully prepared to apply online.


Arizona  
Department of Education

## Welcome to Grants Common Logon Applications!

[Grants Management Homepage](#)



Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.

- 
- [On-line Applications](#)
  - [Amendments](#)
  - [Payment Request Reports](#)
  - [Completion Reports](#)
  - [Project Summary](#)
  - [County Payment Tracking Report](#)
  - [Completion Report Tracking Report](#)

Enter and Submit Grant Applications to the ADE.

Make an Amendment to an Existing State or Federal Project.

Submit Payment Request reports for Federal projects and obtain previous report receipts for your audit trail.

Enter and Submit project Completion Reports on-line.

View Project Summary for all current and past projects for a specific LEA or grant. Brand new grant users can explore all of the projects from the other Local Education Agencies. This is public information and does not require a common logon account.

View Project Summary for all current projects for a specific LEA / grant/ county payment list.

View completion report for all current projects for a specific LEA / grant/ county payment list.

Optimal viewing and functionality of some pages within the Grants Management system may only be achieved with a Windows based computer and Internet Explorer. Apple computers and internet browsers such as Firefox, Safari and Google Chrome will not allow users to save data in the Grants Management system.

Certain Grants Management documents are PDF files which require Adobe Reader. The latest version of Adobe Reader can be obtained from <http://get.adobe.com/reader/>

Online training modules are in Windows Media Player format. The latest version of Windows Media Player can be obtained from <http://www.microsoft.com/windows/windowsmedia/player/>

Arizona Department of Education  
Grants Management Bin #3  
1535 West Jefferson Street  
Phoenix, Arizona 85007  
Phone: (602) 542-3695  
Fax: (602) 542-3264  
[grants@azed.gov](mailto:grants@azed.gov)

# Create a New Application

- Once you are here, select the button by the application you are applying for.
- Then hit “Continue” at the bottom of the page.

and then click 'Continue'.

Application Name	
<input type="radio"/>	2012 - ARRA Education Jobs
<input type="radio"/>	2013 - AZ CSP 2012-2014 - Year 3
<input type="radio"/>	2013 - AZ CSP 2013-2015 - Year 2
<input type="radio"/>	2013 - Career and Technical Education - Priority Programs
<input type="radio"/>	2013 - Compensatory Instruction ELD - Carryover Renewal
<input type="radio"/>	2013 - CTE Program of Study Grant
<input type="radio"/>	2013 - Education for Homeless Children & Youth - Year 2
<input type="radio"/>	2013 - Head Start Collaboration
<input checked="" type="radio"/>	2013 - IDEA - Basic Entitlement
<input type="radio"/>	2013 - IDEA - Preschool Emergency Grant
<input type="radio"/>	2013 - IDEA - Preschool Grant
<input type="radio"/>	LB Title III Consortium
<input type="radio"/>	al and Low-Income Schools
<input type="radio"/>	Tier I Year 2 Cohort 2
<input type="radio"/>	le I Summer Math
<input type="radio"/>	le III LEP Program
<input type="radio"/>	st Century Community Learning Centers Renewal - Year 2
<input type="radio"/>	st Century Community Learning Centers Renewal - Year 3
<input type="radio"/>	st Century Community Learning Centers Renewal - Year 4
<input type="radio"/>	st Century Community Learning Centers Renewal - Year 5
<input type="radio"/>	aracter Education Matching Grant
<input type="radio"/>	E Federal Perkins Corrections Grant
<input type="radio"/>	E Postsecondary Federal Perkins Grant
<input type="radio"/>	E Secondary Federal Perkins Grant
<input type="radio"/>	E State Priority Grant
<input type="radio"/>	EA - ASD YEAR 2

# Application Option Page

A r i z o n a  
Department of Education

[ADE Home Page](#) | [Grants Home Page](#) | [Glossary](#) | [Contacts](#) | [FAQ's](#)

## APPLICATION OPTION PAGE

The Application information below is correct. If the information is NOT correct, click 'Go Back' and select the correct Application. If the information IS correct, click the desired option to continue.



District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2013 - IDEA - Basic Entitlement		

[Create New Application](#)

If this option is available, an application has not been started for this grant. Click here to begin a new application for this grant.

[Go Back](#)

- When you are on the *Application Option Page*, click the “Create New Application” link.

# Program Assurances

[ADE Home Page](#) | [Grants Home Page](#) | [Glossary](#) | [Contacts](#) | [FAQ's](#)

## PROGRAM ASSURANCES

Program Assurances and then click 'I Agree' to continue.

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2013 - IDEA - Basic Entitlement		

### PROGRAM ASSURANCES

The applicant agency identified above assures the Arizona Department of Education that it will implement appropriate activities in keeping with the intents and purposes of this grant/project and, 34 CFR 76 (EDGAR) or 07 CFR, where appropriate; that it will use the current version of the Uniform System of Financial Records for fiscal control and fund accounting procedures, and that it will maintain appropriate documentation for audit and monitoring purposes.

The applicant agency further assures:

#### Policies and Procedures

The LEA has not altered or modified the policies and procedures implementing the State and Federal requirements for services to children with disabilities previously submitted to and accepted by the Arizona Department of Education, Exceptional Student Services. If the LEA proposes to alter or modify the policies and procedures previously submitted to the Exceptional Student Services, the LEA must re-submit the policies and procedures to the Exceptional Student Services for review and acceptance.

#### Accounting Procedures

We assure that we are following the USFR Accounting Procedures Section VI-E-1 related to fixed assets inventory control. Each LEA should establish adequate control and accountability over these assets by developing a complete property control system.

#### Federal Funds

As a recipient of federal funds we assure that we will exercised due diligence in maintaining time and documentation for all employees whose salaries/wages are paid with these federal funds. Our LEA understands that failure to maintain accurate documentation will cause ADE to determine that the LEA has failed to comply with the terms of its award(s) and that ADE may take one or more enforcement actions in accordance with 34 CFR § 80.43 (a).

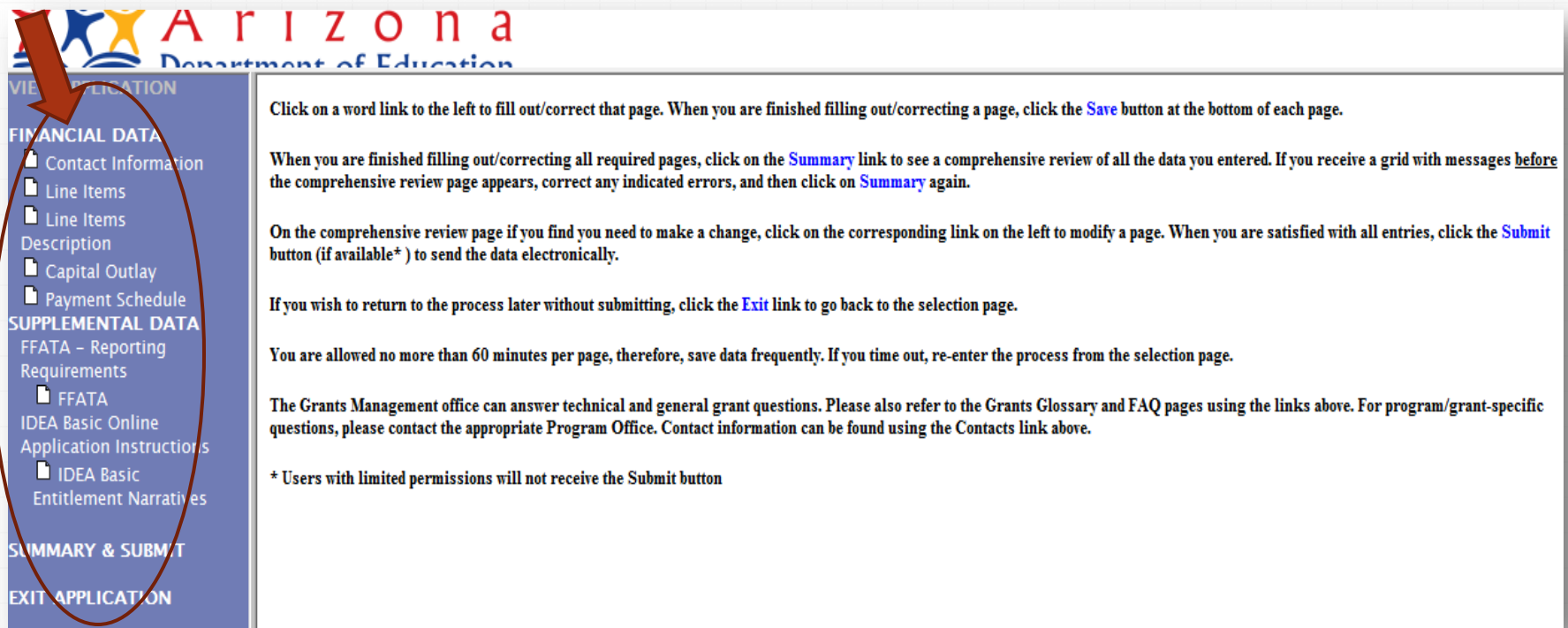
[Go Back](#) [I Agree](#)

○ Please read all required *Program Assurances*.

○ You must click “I Agree” to the Program Assurances to continue.

# Application Tree Page

- General directions for data entry are on the right side of the page. On the left side of the page (the application tree) are two data headings: *Financial Data* and *Supplemental Data*.
- Underneath each heading, you will see several links. All links must be accessed, filled out completely, and saved.
- To start building your application, click on the first link “Contact\_Information.”



**Arizona**  
Department of Education

**VIEW APPLICATION**

**FINANCIAL DATA**

- Contact Information
- Line Items
- Line Items Description
- Capital Outlay
- Payment Schedule

**SUPPLEMENTAL DATA**

- FFATA – Reporting Requirements
  - FFATA
- IDEA Basic Online Application Instructions
  - IDEA Basic Entitlement Narratives

**SUMMARY & SUBMIT**

**EXIT APPLICATION**

Click on a word link to the left to fill out/correct that page. When you are finished filling out/correcting a page, click the [Save](#) button at the bottom of each page.

When you are finished filling out/correcting all required pages, click on the [Summary](#) link to see a comprehensive review of all the data you entered. If you receive a grid with messages before the comprehensive review page appears, correct any indicated errors, and then click on [Summary](#) again.

On the comprehensive review page if you find you need to make a change, click on the corresponding link on the left to modify a page. When you are satisfied with all entries, click the [Submit](#) button (if available\*) to send the data electronically.

If you wish to return to the process later without submitting, click the [Exit](#) link to go back to the selection page.

You are allowed no more than 60 minutes per page, therefore, save data frequently. If you time out, re-enter the process from the selection page.

The Grants Management office can answer technical and general grant questions. Please also refer to the Grants Glossary and FAQ pages using the links above. For program/grant-specific questions, please contact the appropriate Program Office. Contact information can be found using the Contacts link above.

\* Users with limited permissions will not receive the Submit button

# Contact Information Page

- Fill out this page with the current “Project Director/Contact,” “Phone Number,” “Fax Number,” and “E-mail Address.” (It is recommended that you submit two or more e-mail addresses to ensure that you receive communication regarding your application.)
- Then hit “Save” to go to the *Line Items* page.

**VIEW APPLICATION**

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**SUMMARY & SUBMIT**

**EXIT APPLICATION**

<b>District</b>	Arizona Department of Education		
<b>CTDS</b>	000000000	<b>Entity ID</b>	79275
<b>Application Name</b>	2013 – IDEA – Basic Entitlement		

More than one email address can be placed in the email address box, separated by a space or semicolon only.

LEA CONTACT INFORMATION			
<b>Designation</b>	Mr ▾		
<b>Project Director / Contact</b>	ADE Funding		
<b>Phone Number</b>	( 602 )	542-3850	Ext <input type="text"/>
<b>Fax Number</b>	( 602 )	542-5404	
<b>E-mail Address</b>	ESSFunding@azed.gov		
PROJECT INFORMATION			
Grant Name	Start Date	End Date	
IDEA – Basic Entitlement	07/01/2012	06/30/2013	

**Save**

# Line Items Page

**VIEW APPLICATION**

**FINANCIAL DATA**

- Contact Information
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- Line Items Description
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**SUMMARY & SUBMIT**

**EXIT APPLICATION**

<b>District</b>	Arizona Department of Education		
<b>CTDS</b>	000000000	<b>Entity ID</b>	79275
<b>Application Name</b>	2013 - IDEA - Basic Entitlement		

BUDGET LINE ITEMS			
Function Code	Object Code	IDEA - Basic Entitlement	
<b>Instruction 1000</b>			
Salaries	6100		45,000.00
Employee Benefits	6200		7,200.00
Purchased Professional Services	6300		15,000.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		45,000.00
Supplies	6600		15,000.00
Other Expenses	6800		0.00
<b>Subtotal for Instruction 1000</b>			<b>127,200.00</b>
<b>Support Services 2100, 2200, 2600, 2700</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		0.00
Other Expenses	6800		0.00
<b>Subtotal for Support Services 2100, 2200, 2600, 2700</b>			<b>0.00</b>
<b>Support Services - Admin 2300, 2400, 2500, 2900</b>			

The *Line Items* page has multiple sections:

- **Instruction**—classroom instruction teacher-student setting
- **Support Services**—to improve students' well being and supplement the teaching process
- **Support Services—Administration**
- **Operation of Non-Instructional Services**—(Do not use this section for IDEA.)
- **Indirect Cost**
- **Capital Outlay**—property/capital assets

Fill in each line item in which money is needed for your special education program. After you are done, hit "Save" and move on to *Line Item Description*.

# Line Items Description Page

- For every line item you budgeted on the *Line Items* page, you will fill in a “Description” here. When you are done, hit “Save” and move to the next page.
- Please keep in mind, for *Instruction Salaries*, you must indicate that all teachers are highly qualified special education teachers and any instructional aides or paraprofessionals will work under the direct supervision of a highly qualified special education teacher.

## VIEW APPLICATION

### FINANCIAL DATA

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### SUMMARY & SUBMIT

### EXIT APPLICATION

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2013 - IDEA - Basic Entitlement		

LINE ITEMS DESCRIPTION			
Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	45,000.00	FTE for Highly Qualified Special Education Teacher
Employee Benefits	6200	7,200.00	Benefits for Highly Qualified Special Education Teacher
Purchased Professional Services	6300	15,000.00	Purchased software technical support instructional software.
Other Purchased Services	6500	45,000.00	Student Tuition and Teacher school to school travel
Supplies	6600	15,000.00	Audiovisual supplies and classroom teaching supplies

Save

# Capital Outlay Page

- If you have budgeted capital outlay on your *Line Items* page, you will be required to provide detailed information in the *Capital Outlay Description* page.
- If you did not list any money in *Capital Outlay*, this page is not required.

GRANTS MANAGEMENT ENTERPRISE

[ADE Home Page](#) | [Grants Home Page](#) | [Glossary](#) | [Contacts](#) | [FAQ's](#)

Employee Type: Program Specialist ES Level: PS User Profile: PA\_PROFILE User Location: I

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2013 - IDEA - Basic Entitlement		

Amount allocated in Budget for Capital Outlay

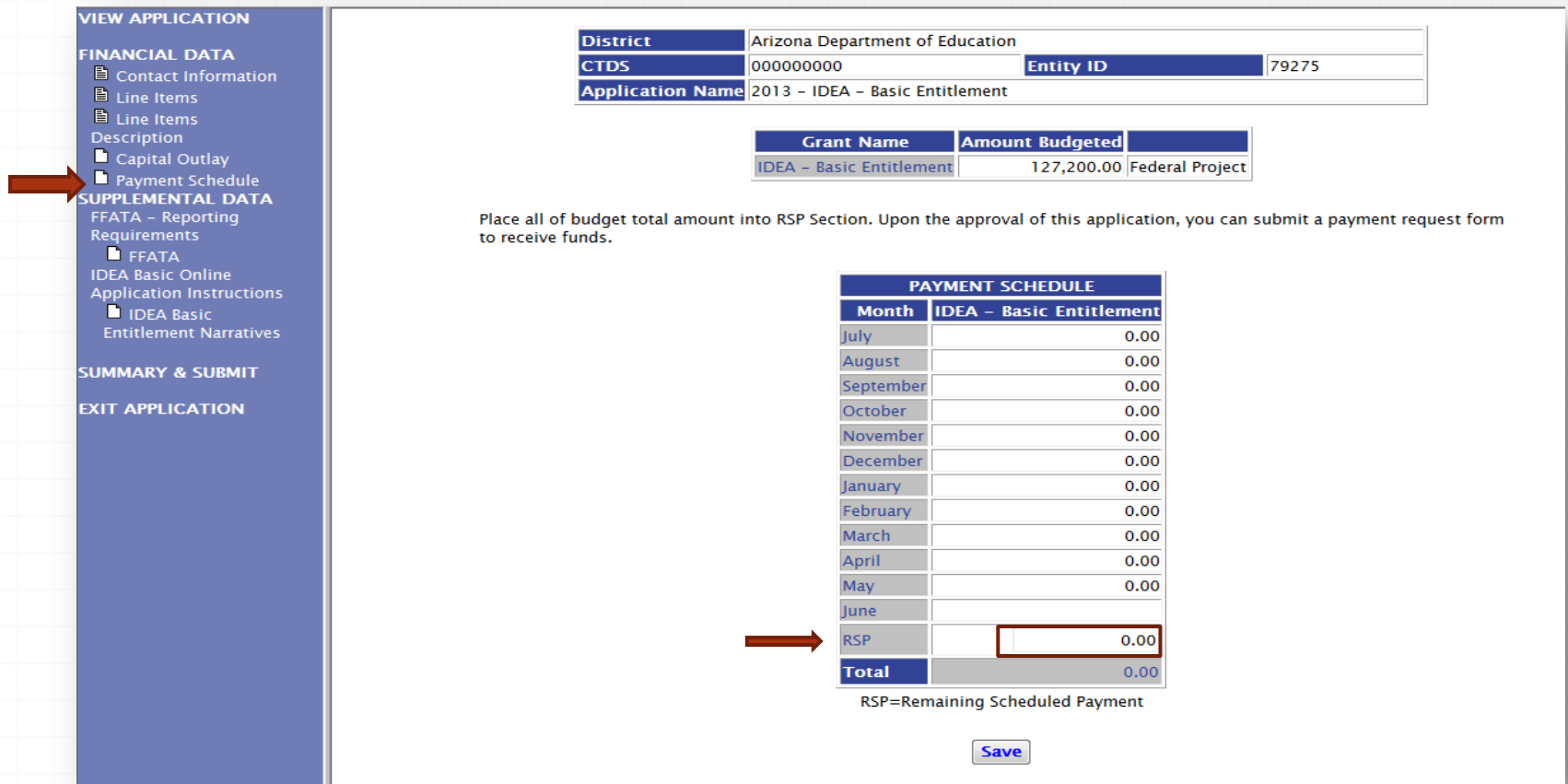
CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
				0.00
				0.00
				0.00
				0.00
				0.00
Grand Total				0.00

Add 5 Rows

Save

# Payment Schedule Page

- On your application, all funds are placed in “RSP” (remaining scheduled payment).
- Once your application is approved, you must submit a payment request in order to receive disbursements from this grant.



**VIEW APPLICATION**

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**SUMMARY & SUBMIT**

**EXIT APPLICATION**

<b>District</b>	Arizona Department of Education		
<b>CTDS</b>	000000000	<b>Entity ID</b>	79275
<b>Application Name</b>	2013 – IDEA – Basic Entitlement		

<b>Grant Name</b>	<b>Amount Budgeted</b>	
IDEA – Basic Entitlement	127,200.00	Federal Project

Place all of budget total amount into RSP Section. Upon the approval of this application, you can submit a payment request form to receive funds.

PAYMENT SCHEDULE		
Month	IDEA – Basic Entitlement	
July		0.00
August		0.00
September		0.00
October		0.00
November		0.00
December		0.00
January		0.00
February		0.00
March		0.00
April		0.00
May		0.00
June		0.00
RSP	<input type="text"/>	0.00
<b>Total</b>		<b>0.00</b>

RSP=Remaining Scheduled Payment

[Save](#)

# FFATA

- This *Supplemental Data* page is for Federal Funding Accountability and Transparency Act (FFATA) requirements.
- Fill out all questions completely. When you are finished, hit “Save Page” and move on to the *IDEA Basic Entitlement Narratives* page.

**VIEW APPLICATION**  
  
**FINANCIAL DATA**  
Contact Information  
Line Items  
Line Items Description  
Capital Outlay  
Payment Schedule  
**SUPPLEMENTAL DATA**  
FFATA - Reporting Requirements  
FFATA  
IDEA Basic Online  
Application Instructions  
IDEA Basic Entitlement Narratives  
  
**SUMMARY & SUBMIT**  
  
**EXIT APPLICATION**

<b>District</b>	Arizona Department of Education		
<b>CTDS</b>	000000000	<b>Entity ID</b>	79275
<b>Application Name</b>	2013 - IDEA - Basic Entitlement		

### FFATA

Please complete the following information:

FFATA	
1 Please check to confirm that your entity has met the annual Central Contract Registry at <a href="https://www.bpn.gov/ccr/default.aspx">https://www.bpn.gov/ccr/default.aspx</a> and have a registered DUNS number.  You can search DUNS numbers at: <a href="http://fedgov.dnb.com/webform/CCRSearch.do?val=1">http://fedgov.dnb.com/webform/CCRSearch.do?val=1</a>	I Confirm <input checked="" type="checkbox"/>
2 Please check to confirm that you submitted Section E of FY 2013 General Statement of Assurance.	I Confirm <input checked="" type="checkbox"/>
<b>POP (Primary Place of Performance) Information</b>	
3 POP City	Phoenix
4 POP State	Arizona
5 POP Zip Code	85007
6 Please provide a short description of your project in one to two paragraphs.	The allocations will fund Highly Qualified Special Education Teachers to fully implement IEP's, classroom teaching

**Save Page** **Reset Page**

# IDEA Basic Entitlement Narratives

**VIEW APPLICATION**  
**FINANCIAL DATA**  
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Line Items Description  
Capital Outlay  
Payment Schedule  
**SUPPLEMENTAL DATA**  
FFATA - Reporting Requirements  
FFATA  
IDEA Basic Online  
Application Instructions  
IDEA Basic Entitlement Narratives  
**SUMMARY & SUBMIT**  
**EXIT APPLICATION**

<b>District</b>	Arizona Department of Education		
<b>CTDS</b>	000000000	<b>Entity ID</b>	79275
<b>Application Name</b>	2013 - IDEA - Basic Entitlement		

### IDEA Basic Entitlement Narratives

Please answer the following narrative questions completely. When you have finished your responses, please hit the 'SAVE PAGE' at the bottom of the page.

#### IDEA Basic Entitlement Programmatic Questions

Please give an overview (cover memo) of your application, the priorities your application addresses, discussion of any capital requests, and how these federal funds will enhance your Special Education Program. If multiple education agencies are applying under one fiscal agent application you must include the names of those agencies.

The allocations will fund Highly Qualified Special Education Teachers to fully implement IEP's, classroom teaching supplies, software technical support instructional software, student tuition and teacher school to school travel and audiovisual supplies.

Include the Special Education Subtotal of your PEA's annual budget submitted to the ADE School Finance Unit.

- For districts use Fund 001, Program 200 located on the District budget page 2, line 15.
- For charters use project 1000, program 200 located on the Charter budget page 2, line 14.

This amount will be used by ESS for the Maintenance of Effort testing prior to awarding funding.

180,000.

3 Is this an Adopted or Proposed budget?

Adopted	Proposed
<input type="checkbox"/>	<input checked="" type="checkbox"/>

4 Has your district/charter submitted the 2011 Special Education (census) Counts Verification Letter?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

5 Are the Special Education (census) counts reconciled with SAIS?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

6 Is your PEA utilizing any of these funds for CEIS? (up to 15% is allowed) If your answer is yes, enter the total CEIS dollar amount in question # 7

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "No" stop here.

7 What is the amount that you plan to use for Coordinated Early Intervening Services?

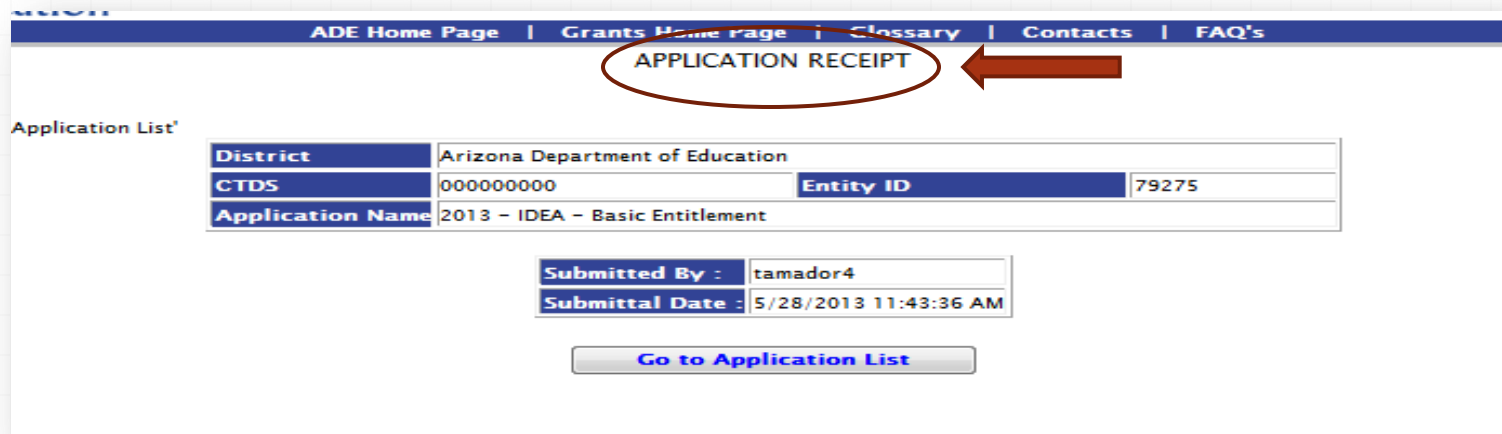
(NOTE: You will be required to identify each CEIS activity and amount separately in each line item description to which they apply.)

[Save Page](#) [Reset Page](#)

Answer the narrative questions completely. When you have finished your responses, hit "Save Page" and move on to the *Summary & Submit* page.

# Completed Application

- After you have completely filled out the online application, click the “Summary & Submit” link and you will be able to see your entire application before submitting it. (Print a copy for your records.)
- If everything looks correct and you are ready to submit, scroll down to the bottom of the page and hit the “Submit Application” button.
- Once you submit, you will receive an *Application Receipt*; print a copy for your file.



ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

**APPLICATION RECEIPT**

Application List

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2013 - IDEA - Basic Entitlement		

Submitted By :	tamador4
Submittal Date :	5/28/2013 11:43:36 AM

[Go to Application List](#)

You will be contacted by the ADE  
program office (by phone or e-mail)  
regarding any concerns or  
corrections necessary for you to  
obtain approval.